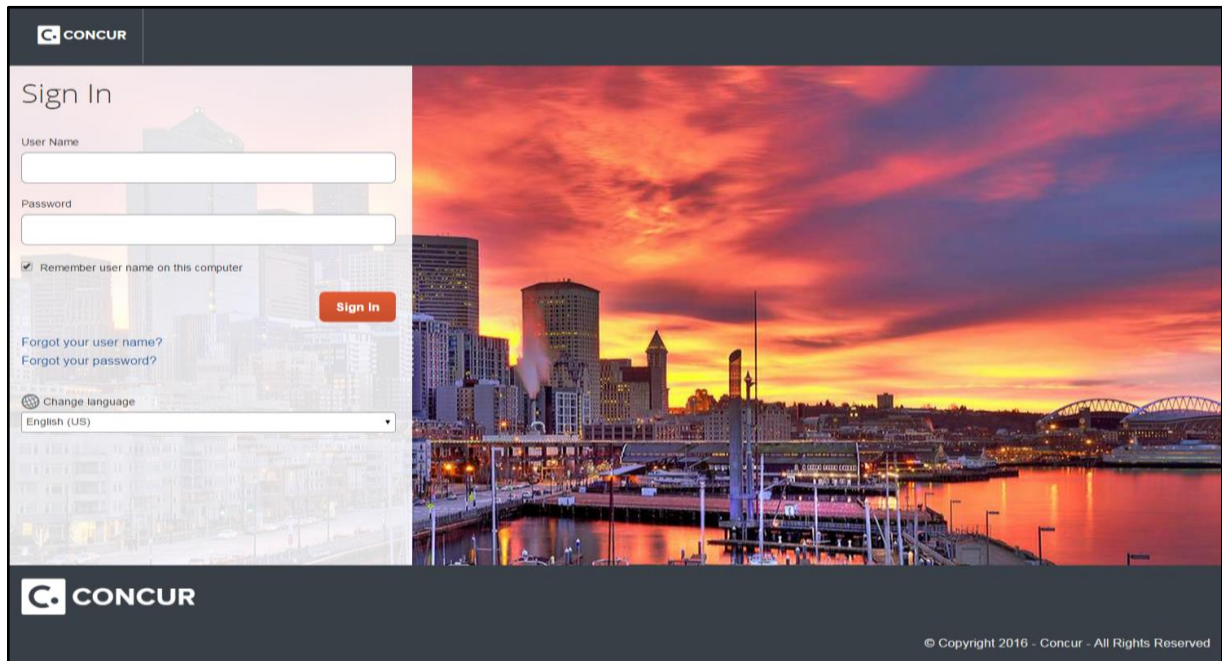


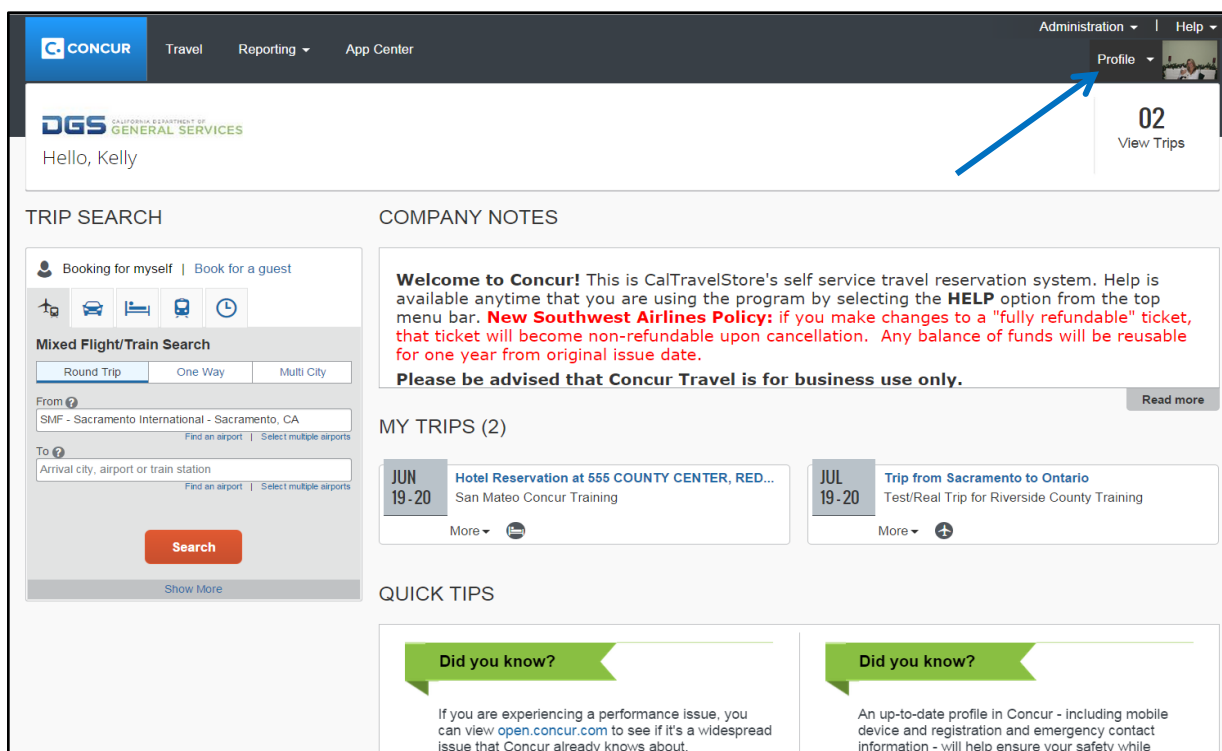
## Booking a Trip (Air, Car and Hotel) in Concur as a Travel Arranger

This guide will show you, step-by-step, how to make an air, car, and hotel reservation on Concur for another employee. *Important Note: You must be given permission to book for the employee, or be set up as a self-assigning travel arranger for the department.*

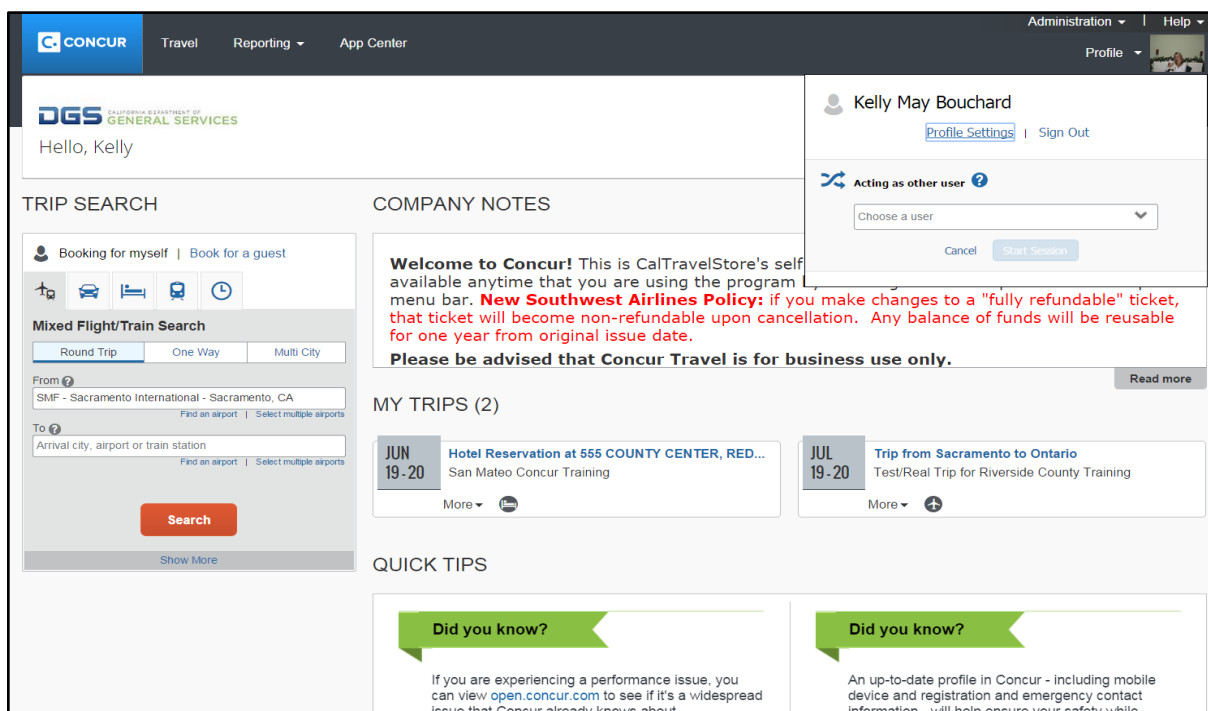
1. After registering for Concur, log in with your work email address and password.



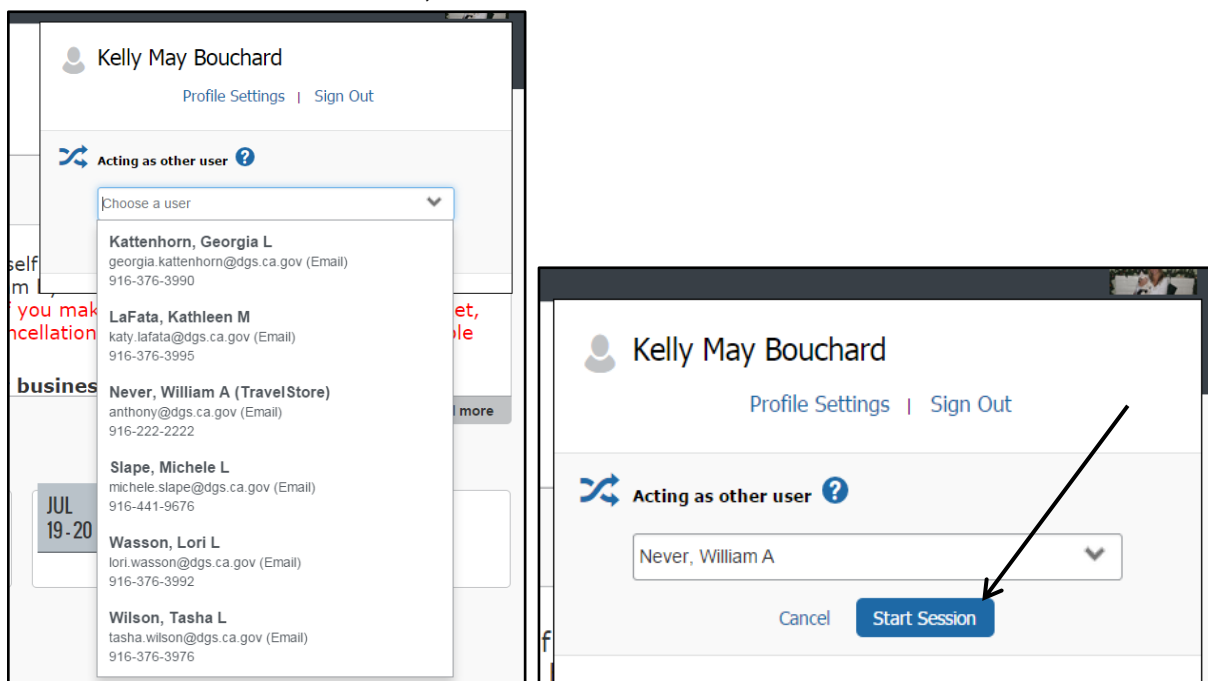
2. On the Concur home page, look to the Profile section on the upper right side of the page. Click on "Profile".



- In the “Acting as Other User field”, find the traveler you want to book travel for. Remember, you must be added as an Assistant/Travel Arranger in that traveler’s Concur profile. If you are assigned as an Assistant/Travel Arranger to less than 10 travelers, you will see a drop down list. If you arrange travel for more than 10 people, you can start typing in the traveler’s name and they should appear.



- Select the traveler’s name, and then click “Start Session”.



## Booking a Trip in Concur as a Travel Arranger

### Page 3

5. Concur will switch the view, and take you into the traveler's profile as an Assistant/Travel Arranger. You will notice the green "Acting As" in the upper right hand side of the page, with the traveler's name you will be booking travel for.

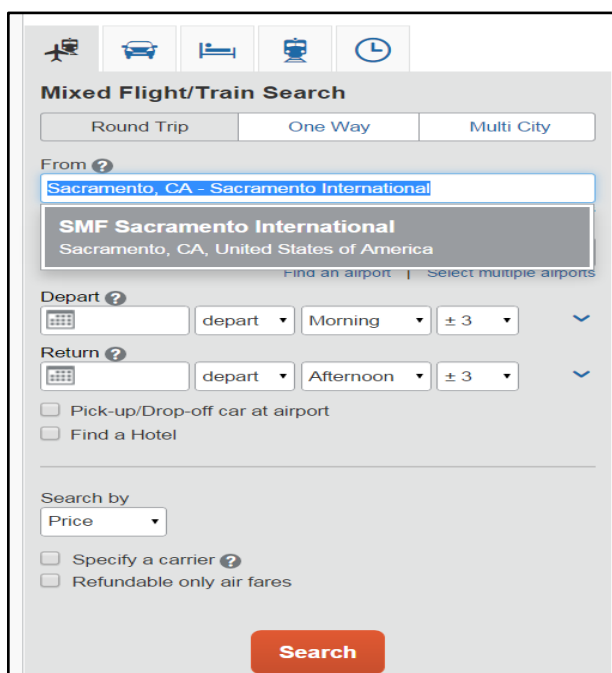
The screenshot shows the Concur Travel Arranger interface. At the top, the Concur logo is on the left, and the user is logged in as "Acting as Never, William A" on the right. Below the header, the "DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES" logo is on the left, and the user's name "Never, William A" is on the right. The main content area is divided into two columns. The left column is titled "TRIP SEARCH" and contains a "Mixed Flight/Train Search" section with tabs for "Round Trip", "One Way", and "Multi City". Below these tabs are input fields for "From" (Departure city, airport or train station) and "To" (Arrival city, airport or train station), each with a "Find an airport" link and a "Select multiple airports" link. There is a "Search" button and a "Show More" link. The right column is titled "ALERTS" and contains a message: "You haven't signed up to receive e-receipts. Sign up here". Below the alerts is a "COMPANY NOTES" section with a welcome message and a warning about the New Southwest Airlines Policy. At the bottom right of the company notes is a "Read more" link. Below the company notes is a "TRIPS (0)" section with a message: "User currently has no upcoming trips."

6. Use the Trip Search section on the left side of the page to start the booking process. Concur should be used to book airfare, rail, rental cars, and hotels for your official government business travel (personal travel is prohibited).

The screenshot shows the Concur Travel Arranger interface with more options visible. At the top, the Concur logo is on the left, and the user is logged in as "Hello, William" on the right. Below the header, the "DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES" logo is on the left, and the user's name "Hello, William" is on the right. The main content area is divided into two columns. The left column is titled "TRIP SEARCH" and contains a "Mixed Flight/Train Search" section with tabs for "Round Trip", "One Way", and "Multi City". Below these tabs are input fields for "From" (Departure city, airport or train station) and "To" (Arrival city, airport or train station), each with a "Find an airport" link and a "Select multiple airports" link. There are also input fields for "Depart" (date, time, and duration) and "Return" (date, time, and duration). Below these fields are checkboxes for "Pick-up/Drop-off car at airport" and "Find a Hotel". At the bottom of the search section is a "Search by" dropdown menu set to "Price" and two checkboxes: "Specify a carrier" and "Refundable only air fares". The right column is titled "ALERTS" and contains two messages: "Triplt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to Triplt. Connect to Triplt No thanks" and "You haven't signed up to receive e-receipts. Sign up here". Below the alerts is a banner for the Concur App Center with the text "Make the most of your trip with great apps in the Concur App Center" and an "Explore Now" button. Below the banner is a "COMPANY NOTES" section with a welcome message and a warning about the New Southwest Airlines Policy. At the bottom right of the company notes is a "Read more" link.

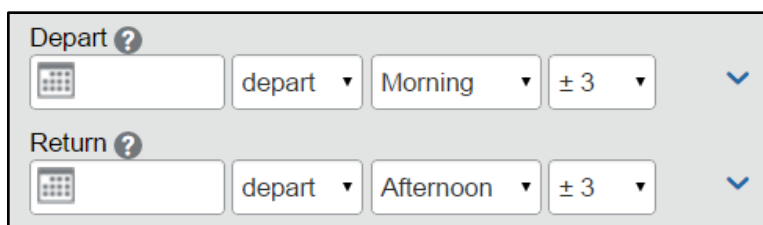
You can book airfare, rental car, and hotel during the same search. To only book one detail of the trip – such as airfare – use the corresponding tabs along the top of the Trip Search.

7. Select one of the following types of flight options: Round Trip, One Way, Multi-Segment.
8. In the Departure City and Arrival City fields, enter the cities for your travel. When you type in a city, airport name, or airport code, it will automatically search for a match.



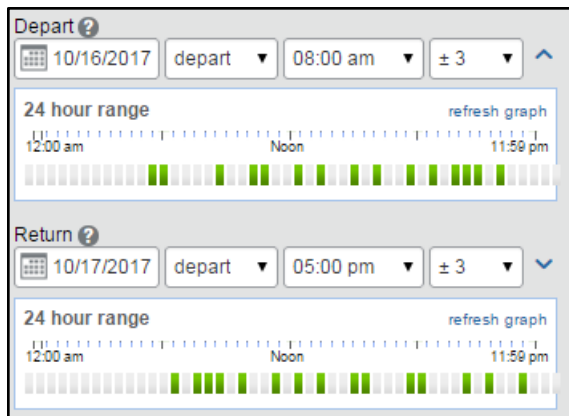
The screenshot shows the 'Mixed Flight/Train Search' form. At the top, there are five tabs: a plane icon, a car icon, a bed icon, a train icon, and a clock icon. Below the tabs, the title 'Mixed Flight/Train Search' is displayed. Underneath the title are three buttons: 'Round Trip', 'One Way', and 'Multi City'. The 'From' field is populated with 'Sacramento, CA - Sacramento International'. Below this, a dropdown menu shows 'SMF Sacramento International' with the address 'Sacramento, CA, United States of America'. There are two links: 'Find an airport' and 'Select multiple airports'. The 'Depart' section has a calendar icon, a 'depart' dropdown, a 'Morning' time dropdown, and a '± 3' range dropdown. The 'Return' section has a calendar icon, a 'depart' dropdown, an 'Afternoon' time dropdown, and a '± 3' range dropdown. There are two checkboxes: 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. A 'Search by' dropdown is set to 'Price'. There are two more checkboxes: 'Specify a carrier' and 'Refundable only air fares'. A red 'Search' button is at the bottom.

9. Click in the Departure and Return date fields, then select the appropriate dates from the calendar. Also, select the appropriate departure and return times. The system will search before and after the times you select based on the +/- number of hours selected in the dropdown boxes.



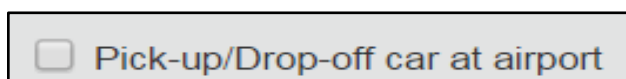
This is a close-up of the 'Depart' and 'Return' sections of the form. The 'Depart' section shows a calendar icon, a 'depart' dropdown, a 'Morning' time dropdown, and a '± 3' range dropdown. The 'Return' section shows a calendar icon, a 'depart' dropdown, an 'Afternoon' time dropdown, and a '± 3' range dropdown. Both sections have a blue checkmark icon to the right.

10. Click the arrow to the right of the time window to see a graphical display of flights available for the routing and date you have selected. This allows you to adjust your search criteria, if necessary.



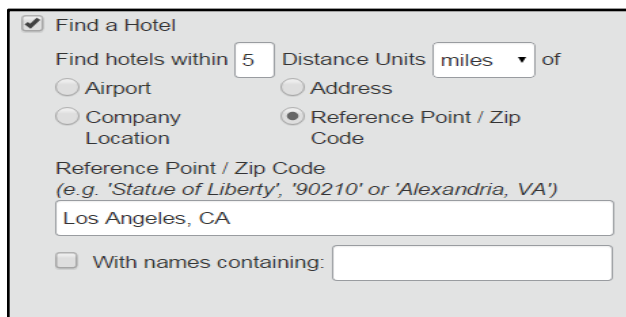
The screenshot shows the flight search interface. The 'Depart' section is for 10/16/2017 at 08:00 am, with a '24 hour range' graph showing flight availability. The 'Return' section is for 10/17/2017 at 05:00 pm, also with a '24 hour range' graph. Both graphs show a timeline from 12:00 am to 11:59 pm with green bars indicating flight availability.

11. To book a rental car during this search, select the “Pick-up/Drop-off car at airport” checkbox.



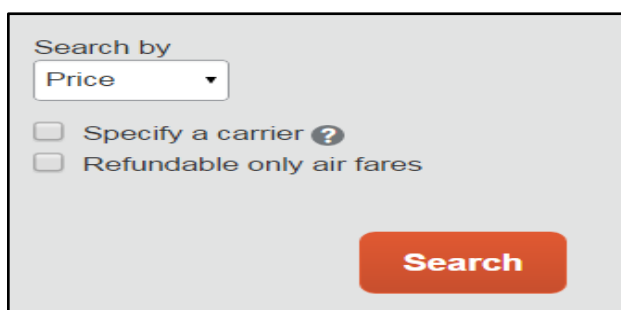
The screenshot shows a checkbox labeled 'Pick-up/Drop-off car at airport'.

12. To book a hotel stay during this search, select the “Find a Hotel” checkbox. You can choose to search for the hotel by Airport, Address, Company Location, or Reference Point/Zip Code (a city or neighborhood). You can also expand your search by changing the number of miles in the distance box.



The screenshot shows the 'Find a Hotel' search options. The 'Find a Hotel' checkbox is checked. The search criteria are set to 'Find hotels within 5 Distance Units miles of'. The search method is 'Reference Point / Zip Code'. The reference point is 'Los Angeles, CA'. There is also a checkbox for 'With names containing:'.

13. In the “Search by” section, select how you first wish to review the airfare results either by Price or by Schedule. We recommend you search by Price. Then Click the “Search” button.



The screenshot shows the 'Search by' section. The 'Search by' dropdown is set to 'Price'. There are checkboxes for 'Specify a carrier' and 'Refundable only air fares'. A red 'Search' button is at the bottom.

## Reserving a Flight...

14. A grid (matrix) summarizing your airfare search results will appear at the top of the page, with your search results appearing below. Make sure you factor in baggage fees if you are preparing a cost estimate.

The “Preferred” verbiage indicates that this is a preferred State of California contracted vendor.

SACRAMENTO, CA TO LOS ANGELES, CA  
MON, OCT 16 - TUE, OCT 17

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

All 619 results	JetBlue Preferred	Southwest Preferred	United Preferred	Alaska Airlines Preferred	Delta Preferred	Multiple	American Airlines
Nonstop 29 results	146.39 1 results	147.96 9 results	209.40 2 results	226.19 4 results	165.40 9 results	—	171.40 4 results
1 stop 285 results	—	—	204.00 107 results	325.59 73 results	294.99 75 results	118.00 2 results	282.00 28 results
2 stops 305 results	—	—	376.70 52 results	347.70 143 results	329.60 24 results	118.00 9 results	257.70 77 results

15. To filter your results, select a column, row, or cell from the matrix. For example, to view only the nonstop flights click the “Nonstop” cell. To view only Southwest flights, click the “Southwest” cell.

Once you click on “Southwest”, click “View Fares” for the flight you wish to reserve and the 3 different fares will display.

07:00a SMF → 08:20a LAX Nonstop 1h 20m


01:35p LAX → 02:55p SMF Nonstop 1h 20m

From \$118.00

[View Fares](#)

Preferred Vendor for General Services [Show all details ▼](#)

The “Wanna Get Away” fares are non-refundable but reusable. The “Anytime” fares are refundable unless you make a change then the ticket will become non-refundable, and the “Business Select” fares are considered first class or premium types of fares. These “Business Select” fares may be grayed-out on your site prohibiting you from purchasing them, if this is your department policy. If you have additional questions about your department policy, please refer to your department travel coordinator.

 Southwest

08:20a SMF → 09:45a LAXNonstop1h 25m

02:35p LAX → 03:55p SMFNonstop1h 20m

\$147.96

Hide Fares

Preferred Airline for Corrections Headquarters

Hide all details ^

DEPART ✈ Mon, Oct 16 – Sacramento, CA to Los Angeles, CA

Flight details v

Fare Options

Free Checked Bags

Wanna Get Away

Visit Southwest

\$78.98 ●

Anytime

Visit Southwest

\$236.98 ○

Business Select

Visit Southwest

\$258.98 ○

RETURN ✈ Tue, Oct 17 – Los Angeles, CA to Sacramento, CA

Flight details v

Fare Options

Free Checked Bags

Wanna Get Away

Visit Southwest

\$68.98 ●

Anytime

Visit Southwest

\$236.98 ○

Business Select

Visit Southwest

\$258.98 ○

Fare rules / Fare Details — Ticket is non-refundable

✓

\$147.96

Southwest



16. If you need to change your flight search, or filter your results, you can do so by using the filters and/or toggle bars on the left side of the screen.

### Change Search

From

SMF - Sacramento International - Sacramento, CA

[Find an airport](#) | [Select multiple airports](#)

To

LAX - Los Angeles Intl - Los Angeles, CA

[Find an airport](#) | [Select multiple airports](#)

Depart

10/16/2017

dep

08:00 a

± 3

Return

10/17/2017

dep

05:00 p

± 3

Search by

Price

☐ Specify a carrier

☐ Refundable only air fares

Search

17. Please note that on the left hand side of the screen is a trip summary that is geared to assist you in following the necessary steps when booking your trip.

### Trip Summary

**Select Flights or Trains**

Round Trip

SMF - LAX

Depart: Mon, 10/16/2017

Return: Tue, 10/17/2017

**Select a Car** [Remove](#)

Pick-up: Mon, 10/16/2017

Drop-off: Tue, 10/17/2017

**Select a Hotel** [Remove](#)

Nights: 1

Los Angeles, CA

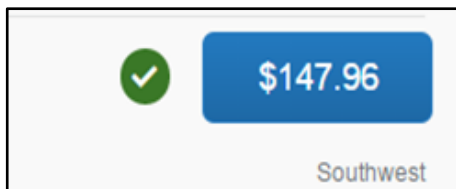
Check-in: Mon, 10/16/2017

Check-out: Tue, 10/17/2017

**Finalize Trip**



18. Once you are ready to make your selection, select the blue price button.



19. Once you have booked your flight you will be brought to a confirmation screen.

This will allow you to confirm that you selected the right flight, confirm that you are booking for the right person, select your seat (if an option for your flight), review charges, review and accept the restrictions and rules, and book the flight. There will be a screen similar to this after each step in booking the trip.

Trip Summary

✈️

Flights Selected

Round Trip  
SMF - LAX  
Depart: Mon, 10/16/2017  
Return: Tue, 10/17/2017

🚗

Select a Car

Pick-up: Mon, 10/16/2017  
Drop-off: Tue, 10/17/2017

Remove

🏨

Select a Hotel

Nights: 1  
Los Angeles, CA  
Check-in: Mon, 10/16/2017  
Check-out: Tue, 10/17/2017

Remove

✅

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

✕ Mon, Oct 16 – Sacramento, CA to Los Angeles, CA

Hide details ^

Mon, Oct 16 08:20a SMF → 09:45a LAX 1h 25m Southwest 1732

RETURN

✕ Tue, Oct 17 – Los Angeles, CA to Sacramento, CA

Hide details ^

Tue, Oct 17 02:35p LAX → 03:55p SMF 1h 20m Southwest 262

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

Primary Traveler

Edit | Review all

Name: William Agent Never Phone: 9163763974 stp@dgs.ca.gov

Frequent Flyer Programs

Add a Program

For Southwest

Southwest – 131328423

SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$414.48	\$59.48	\$473.96
Total Estimated Cost: \$473.96		Total Due Now: \$473.96	

APPLY TICKET CREDIT

You can apply your previously canceled tickets (ticket credit) toward this Southwest Direct Connect booking. Select a maximum of two ticket credits.

Add Ticket Credit

METHOD OF PAYMENT

This purchase will be charged to your company directly.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back

Reserve Flight and Continue

In the flight reservation screen you can select your seat assignment, if necessary. Simply click on the button that says “Select Seats”. This will bring up a seat map of the plane.

## SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

Select Seats

### Seat Map

Select SeatClose

United #5513 / Canadair Regional Jet / Sacramento International (SMF) - Los Angeles Intl (LAX)

4C Aisle seat

Seat assignment is subject to change up until time of departure

Available
Occupied or Unavailable
Selected
Exit row
No seating ?

Preferential ?
Preferential

Paid preferential ?
Paid preferential

20. Select a seat by clicking on the available blue seat location. Once selected it will turn orange. Confirm your seat selection by clicking the “Select Seat” button. Then click “Close”.

21. After reviewing the confirmation page, click “Reserve Flight and Continue.” There will be a similar screen to this after each step in the booking process.

### Reserving a Rental Car...

22. Next, you will see your rental car search results, if you checked the Pick-up/Drop-off Car at Airport checkbox.

23. Similar to the flight search, a matrix summarizing your search results will appear at the top of the page. If you follow the State of California car rental policy, compact and intermediate are the required car rental classes. Renting a vehicle larger than the intermediate size requires the car rental justification form.

Compact and Intermediate are the preferred car rental vehicle classes. Car reservations for any other vehicle class require the submission of the ["Justification for Rental Car Exception"](#) form.

State of California does not reimburse for Navigational Systems (GPS) or Ski Racks.

PICK UP: (LAX) ON MON, OCT 16 12:07 PM  
RETURN: TUE, OCT 17 02:40 PM

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

All 14 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Standard Van	Full-size Van	Intermediate S
enterprise Preferred	33.00	33.00	35.00	35.00	66.00	88.00	56.00	91.00	121.00	56.00

Sorted By: Policy - Most Compliant ▼

24. To filter your results, select a column, row, or cell from the matrix.

25. You can find rental location, hours, and contact information by clicking on the "Location Details" link.

**Intermediate Car - \$33.00 per day (Sabre)**

Automatic transmission  
Unlimited miles, Pick-up: Terminal: LAX  
Adults: 4, Large bags: 1, Small bags: 2  
(Corporate rate)

Total cost\*  
**\$94.28**

Preferred Car Vendor for Corrections Headquarters / E-Receipt Enabled ? [Location details](#)

26. Select your appropriate rental car by clicking the blue price button.

27. Again, you will be brought to a review screen to review and confirm the car rental details. Then click “Reserve Car and Continue.”

## Review and Reserve Car

### REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Intermediate Car	Airport Terminal	Airport Terminal
<a href="#">Features</a>	LAX: Los Angeles	LAX: Los Angeles
	12:07 pm Mon, 10/16/2017	02:40 pm Tue, 10/17/2017

### PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

☐ Include in-car GPS system
 ☐ Include ski rack

### ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. [?](#)

Driver

Name: William Agent Never

Phone: 9163763974

stp@dgs.ca.gov

[Edit](#) | [Review all](#)

Rental Car Agency Program [Add a Program](#)

No Program selected

### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$33.00	Oct 16 - Oct 17	\$94.28*
<b>Total Estimated Cost: \$94.28</b>			
<b>Total Due Now: \$0.00**</b>			

\* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.

\*\* Remaining amount due at rental location.

Back

Reserve Car and Continue

## Reserving a Hotel Room...

28. If, when entering your search criteria, you checked the Find a Hotel checkbox:

You will see your hotel search results. A map will display your first 25 search results in relation to the location you selected/entered as part of your search criteria.

If you follow the State of California short-term lodging reimbursement rates, you can find these rates by clicking the link at the top of the page. As an optional user (non-state entity), your short-term lodging reimbursement rates/travel policy may differ.

It is the responsibility of the employee to be aware of the lodging reimbursement rate for their respective bargaining unit or classification. The most recent short-term lodging reimbursement rates can be found on CalHR's website or by clicking [here](#).

Lodging rates that exceed the reimbursement rate require an [Excess Lodging Form](#) (STD255C). For submission requirements, please refer to your department travel coordinator and/or CalHR.

CHECK-IN MON, OCT 16 - CHECK-OUT TUE, OCT 17 Show as USD ▼

[Hide Map](#) [Print / Email](#) Company Preferred Hotel

bing

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29. You can sort the list of hotels by Preference, Price, Rating, Policy and Distance. The default is set to display the hotels from the lowest price to the highest price. You can also search for specific hotels using the “Hotel Name Search” field.

Please note that the ★ rating system is a Northstar Travel Rating for hotels. The rating system is not based on traveler reviews (location, customer service, cleanliness, etc.). We recommend still using traveler review websites such as, TripAdvisor or Yelp, for hotel reviews.

Sorted By:  ▼

30. If needed, you may use the options on the left side of your screen to filter your results further, such as by Hotel Chain or by Hotel Amenities.

### Hotel chain

☒ Chain ☐ Superchain

- ☐ Andre Balazs (1)
- ☐ Atel France (1)
- ☐ Best Value Inns (6)
- ☐ Best Western (3)
- ☐ BT Advantage (1)
- ☐ Comfort Inns (2)


[Check All](#) | [Reset](#)

### Hotel Amenities

- ☐ Breakfast (50)
- ☐ Broadband Internet (87)
- ☐ Business center (54)
- ☐ Convention center (0)
- ☐ Dry cleaning (52)
- ☐ Fitness center (45)

Hotel amenities may change over time and without notice. Not all hotels have provided their amenities list.

31. Scroll through the page to view all of the hotels. To view more hotel selections, click the “Next” button on the bottom of the screen.



**23. The Westin Los Angeles Airport**

5400 West Century Boulevard, Los Angeles, CA 90045 [Map it](#)

📍 1.95 miles ★★★★☆

**\$120**

[View Rooms](#)

[Hotel details](#)

32. Click on “Hotel details” for information on the hotel, such as, directions, attractions, amenities, cancellation policy, and all the information you would normally find on the hotel’s website. You can also click on the image to view images of the hotel or virtual tours, if available.

### Hotel Detail

**WESTIN LOS ANGELES AIRPORT**

**STREET ADDRESS**  
5400 WEST CENTURY BLVD  
LOS ANGELES CA 90045

**PHONE NUMBER**  
1-310-216-5858

**FAX NUMBER**  
1-310-417-4545

**Rating**

AWARDS -  
GLOBAL BUSINESS TRAVEL ASSOCIATION GBTA - PROJECT ICARUS  
SUPPLIER GOLD MEDAL 2016

**Description**


YEAR BUILT - 1985 YEAR REMODELED - 2010

ADDITIONAL PROPERTY DESCRIPTION -  
THE WESTIN LOS ANGELES AIRPORT IS A COMPLIMENTARY SHUTTLE  
RIDE FROM LOS ANGELES INTERNATIONAL AIRPORT. WE OFFER EASY  
ACCESS TO FORTUNE 500 COMPANIES, UPGRADE SHOPPING, AND SUNNY  
BEACHES. OUR STYLISH DECOR SUITS BUSINESS AND LEISURE TRAVELERS ALIKE. OUR SOPHISTICATED FUNCTION VENUES SPAN MORE  
THAN 50,000 SQUARE FEET, INCLUDING AN IMPRESSIVE





33. Click the “Views Rooms” button for a specific hotel to find more detailed information, including room types and room rates.




**23. The Westin Los Angeles Airport**  
 5400 West Century Boulevard, Los Angeles, CA 90045 [Map it](#)  
 1.95 miles ★★★★★

**\$120**  
[Hide Rooms](#)

[Hotel details](#)

**Room Options**


1king:state Government Rate - - Id Required. Not Valid For Government-contracted Vendors  
State Govt Employee Id Traditional Non-smoking: Heavenly Bed And Bath: 37 Inch Flat Panel  
Hdtv: Starbucks Coffee In Guest Must Be An Employee Of The State Of California,traveling On  
Official State Business. Must Show Valid Government Identification At Ch (Sabre)



**\$120**

[Rules and cancellation policy](#)

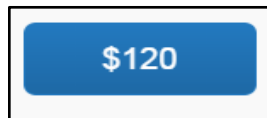
2dbls:state Government Rate - - Id Required. Not Valid For Government-contracted Vendors  
State Govt Employee Id Traditional Non-smoking: Heavenly Bed And Bath: 37 Inch Flat Panel  
Hdtv: Starbucks Coffee In Guest Must Be An Employee Of The State Of California,traveling On  
Official State Business. Must Show Valid Government Identification At Ch (Sabre)



**\$120**

[Rules and cancellation policy](#)

34. When you are ready to reserve a hotel room, click the blue price button for the appropriate hotel and rate. You will need a credit card to reserve the hotel.



35. Review the hotel information on the “Review and Reserve Hotel” page and check the box to agree to the “Accept Rate Details/Cancellation Policy” box at the bottom of the page. Then click “Reserve Hotel and Continue.”

**REVIEW HOTEL ROOM**  
The Westin Los Angeles Airport  
1king:state Government Rate - - Id Required. Not Valid For Government-contracted Vendors State Govt Employee Id Traditional Non-smoking: Heavenly Bed And Bath: 37 Inch Flat Panel Hdtv: Starbucks Coffee In Guest Must Be An Employee Of The State Of California,traveling On Official State Business. Must Show Valid Government Identification At Ch  
1 Night | 1 Guest\*

<b>Check-in</b> Monday, October 16, 2017	<b>Check-out</b> Tuesday, October 17, 2017	<b>Address</b> 5400 West Century Boulevard Los Angeles, California 90045 United States	<b>Phone</b> 310-216-5858
---	---	---	------------------------------

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

**PROVIDE HOTEL ROOM PREFERENCES**  
Your preferences and comments will be passed to the hotel.  
Comments (30 character max)  
Ex: Need early check-in (10am)  
☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

**ENTER HOTEL GUEST INFORMATION**  
Ensure the name below matches the I.D. shown on the day of check-in.

**Hotel Guest**  
**Name:** William Agent Never **Phone:** 9163769374   
**Hotel Program:** [Add a Program](#)

**REVIEW PRICE SUMMARY**

Description	Nightly rate	Dates	Total
The Westin Los Angeles Airport	\$120.00	Oct 16 - Oct 17	\$120.00
<b>Total Estimated Cost: \$120.00*</b>			
<b>Total Due Now: \$0.00**</b>			

\* May not include taxes or additional fees.  
\*\* Remaining amount due at hotel location.

**SELECT A METHOD OF PAYMENT**



## Completing Your Reservation...

36. Review the details of the reservation on the Travel Details page. If necessary, change any element of your trip by clicking the appropriate change/cancel link along the right side of your screen, or use the icons at the top of the Trip Overview to add to your itinerary. Remember, any non-Southwest airline changes other than cancellations must be called into the travel agency once your reservation has been confirmed and ticketed. When ready, scroll to the bottom of the page and click "Next."

Trip Summary

**Finalize Trip**

**Review Travel Details**  
Enter Trip Information  
Submit Trip Confirmation

### Travel Details

#### TRIP OVERVIEW

I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Sacramento to Los Angeles [\(Edit\)](#)  
**Start Date:** September 19, 2016  
**End Date:** September 20, 2016  
**Created:** June 21, 2016, William Never (Modified: June 21, 2016)  
**Description:** (No Description Available) [\(Edit\)](#)  
**Agency Record Locator:** MOCUCS  
**Passengers:** William Agent Never  
**Total Estimated Cost:** \$530.66 USD [\(Details\)](#)

Airfare must be ticketed by an agent by: **06/23/2016 2:00 AM Eastern**  
[Change frequent flyer program](#)

**Add to your Itinerary**

[Car](#) [Hotel](#)

#### RESERVATIONS

Monday, September 19, 2016

**Flight** **Sacramento, CA (SMF) to Los Angeles, CA (LAX)** [Change](#) | [Cancel all Air](#)

**United 5513**  
Operated by: SKYWEST DBA UNITED EXPRESS

**Departure: 10:25 AM**  
**Seat:** 04C (Confirmed) [Change Seat](#)  
Sacramento International (SMF)  
Terminal: A  
Duration: 1 hour, 38 minutes  
Nonstop

**Arrival: 12:03 PM**  
Los Angeles Intl (LAX)  
Terminal: 7

**Additional Details**  
Aircraft: Canadair Jet Distance: 373 miles

**Confirmation: BL15YR**  
Status: **Confirmed**

37. On the Trip Booking Information page, enter the trip information in the Trip Name and Trip Description fields. As a travel arranger, both you and the traveler will receive a copy of the travel itinerary.

Trip Summary

**Finalize Trip**

**Review Travel Details**  
**Enter Trip Information**  
Submit Trip Confirmation

### Trip Booking Information

The trip name and description are for your record keeping convenience.

**Trip Name**  
This will appear in your upcoming trip list.

Trip from Sacramento to Los Angeles

**Trip Description (optional)**  
Used to identify the trip purpose

Send a copy of the confirmation to:

Send my email confirmation as

☒ HTML ☐ Plain-text

38. If your site is customized to capture department accounting or billing codes, you will enter the appropriate codes here, for example, index, PCA, billing code, Fi\$Cal number, etc.

Index	PCA
<input type="text"/>	<input type="text"/>

39. Click the “Next” button to proceed to submitting your trip.

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Display Trip](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel](#)


40. Your itinerary appears again, with the trip information just entered, for final review. Click “Purchase Ticket”, at the bottom of the page, to finalize your trip.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

41. Once you click Purchase Ticket, your itinerary will appear one last time, now with a blue “Finished!” message in the upper left corner.
42. Make sure you always scroll to the bottom of the page clicking Next, Next, Next until you have received the “Finished!” message.

## Trip Summary

**Finished!**

43. Once you return to the Travel Center or the home page of Concur, you may click on the green “Acting As” in the upper right hand corner.

If you are done booking travel for others, select the blue “Done Acting for Others” button. Or, if you wish to book for additional travelers, select their name in the “Choose a user” field, click “Start Session”, and repeat steps 6-42.



The screenshot displays the Concur user interface. At the top right, a green bar contains the text "Acting as Never, William A" next to a dropdown arrow and a user icon. Below this, the main content area shows "Currently acting as" followed by a red icon and the name "Never, William A". Underneath the name are links for "Profile Settings" and "Sign Out". A section titled "Acting as other user" with a blue question mark icon contains a dropdown menu labeled "Choose a user". Below the dropdown are "Cancel" and "Start Session" buttons. At the bottom of the section is a blue button labeled "Done acting for others".

If you have additional questions on how to book travel for others, please contact your department travel coordinator, or the Statewide Travel Program at (916) 376-3974 or via email at [statewidetravelprogram@dgs.ca.gov](mailto:statewidetravelprogram@dgs.ca.gov).